Level 2 Account Setup

For Lenders

Step-by-Step Instructions for getting access to do Electronic Business With Farm Service Agency

eAuthentication Advantages to Lenders

•**Faster Service-** Documents and forms are submitted in real-time. Save mailing time, paper generation, and faster turnaround.

•**Access to FSA's Paperless Systems-** Loan Status Reporting, Loan applications and closing documents, Access to borrower's account Information, Loss Claim Submission (coming soon), and Interest Assistance Renewals (coming soon). By using these systems, Lenders will have instant access to their borrower's account information according to FSA records.

•**Electronically sign documents-** By using your USDA eAuthentication account, you can digitally sign documents so you don't have to sign originals.

•**Flexibility-** No software to buy or install. You can submit documents and images in any of the following formats: Microsoft Word, Microsoft Excel, Adobe Acrobat PDF documents and images, Web Equity Manager exported ZIP files, Images, and Text.

•**Secure and Private-** eFiling uses 128 bit secure socket layer (SSL) encryption technology used by many commercial banks in on-line banking applications.-

We Do Not Use lender employees' Social Security Numbers. You should change your password on a regular basis.

Obtaining Access for Electronic Data Submission

Lenders who will participate in electronic reporting for Farm Service Agency (FSA) Guaranteed Loans **must** do the following:

- Recertify using the revised FSA 1980-38 Lenders Agreement which includes the terms and conditions for lender participation in electronic data submission.
- Designate an employee as a Security Administrator who will act as a point of contact to FSA. All Security Administrators will need to have level 2 Access. A lender can choose to designate additional Security Administrators to act as a backup.
- A Security Administrator may delegate and assist in maintaining the access for the other lender employees and may grant view or revise access to all FSA loan information for all branches of the lender.
- Ensure that all lender employees who need access to electronic reporting obtain a Level 2 eAuthentication ID and password at this time.

Any user who already has a Level 2 eAuthentication account does not need to self-register again.

Obtaining Access for Electronic Data Submission

- Spam filters may cause problems in completing e-Auth signup and future email notices to lenders from GLS. Lenders need to make sure that their firewall and spam blockers do not block out these email addresses. It is suggested that lenders should modify the 'trusted sender' list to allow any "usda.gov" e-mail addresses to bypass the spam filters. Lenders could also check to their email is set up to direct emails from unknown senders to a spam or junk folder where they could pull up and identify it as 'safe'.

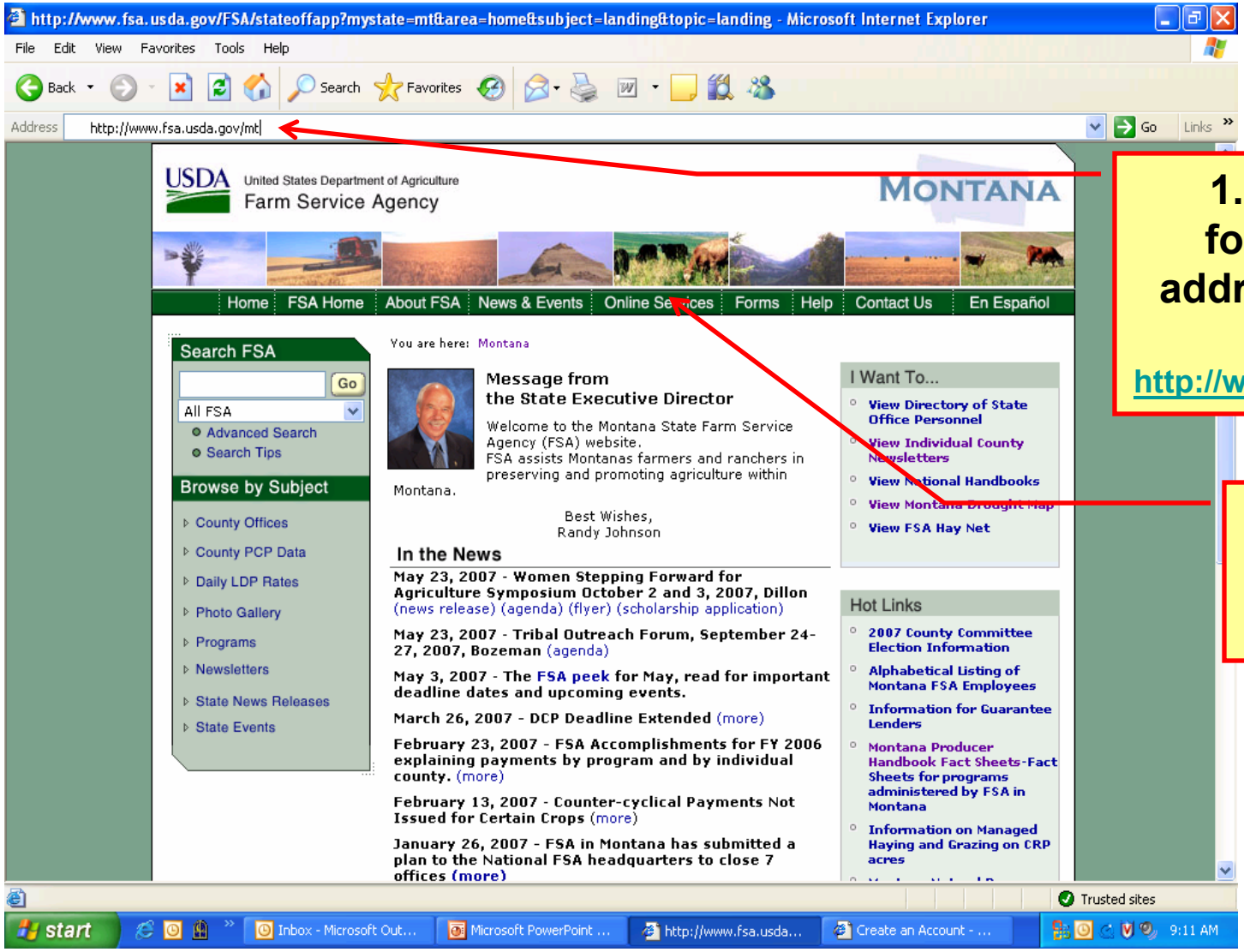
- If the IT department require an exact address the email for the e-auth system comes from:

  eAuthHelpDesk@ftc.usda.gov

- The GLS emails come from:

  RD.DCFO.GLB@stl.usda.gov

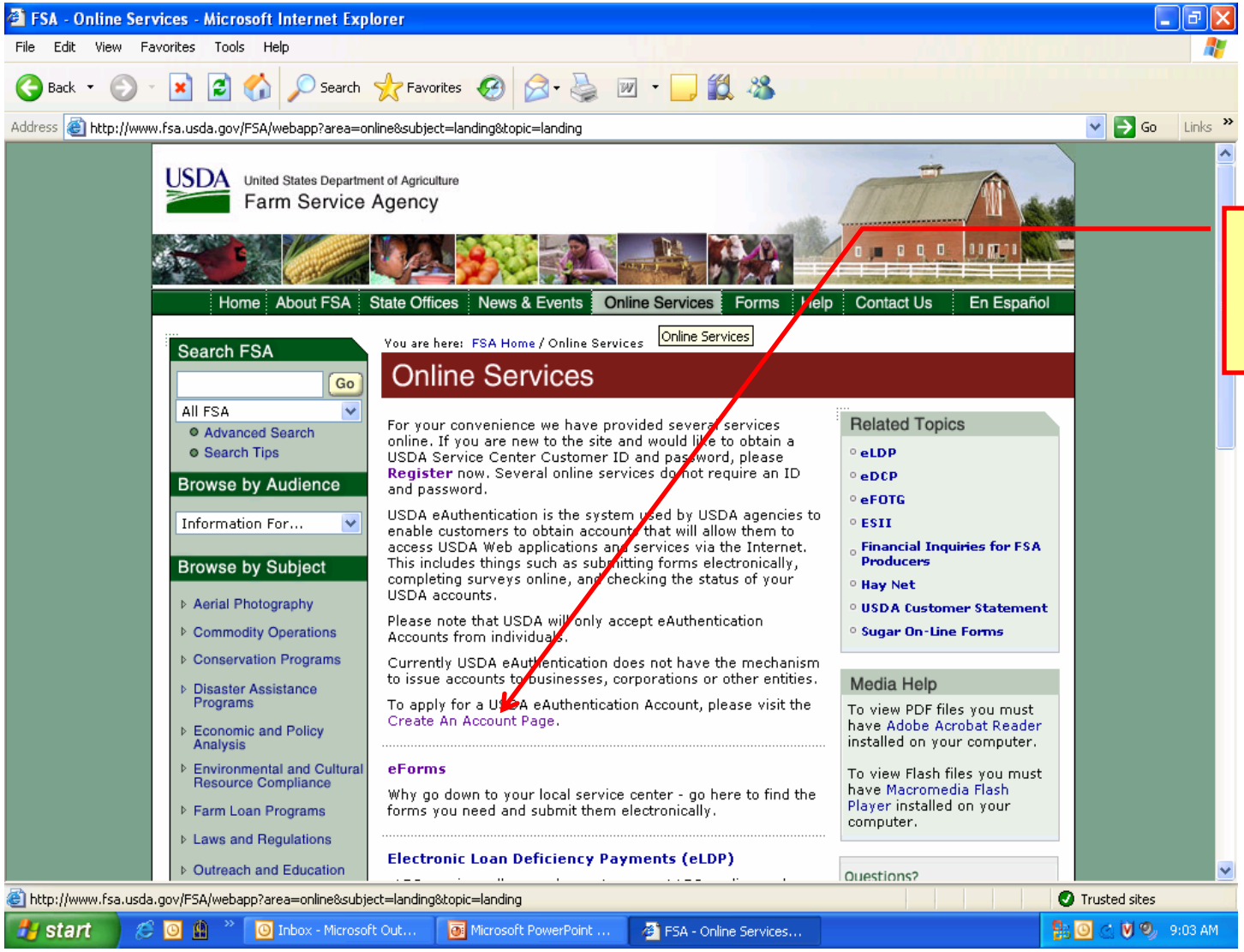
Level 2 Access



1. Type in the following web address and press "enter"
http://www.fsa.usda.gov/mt

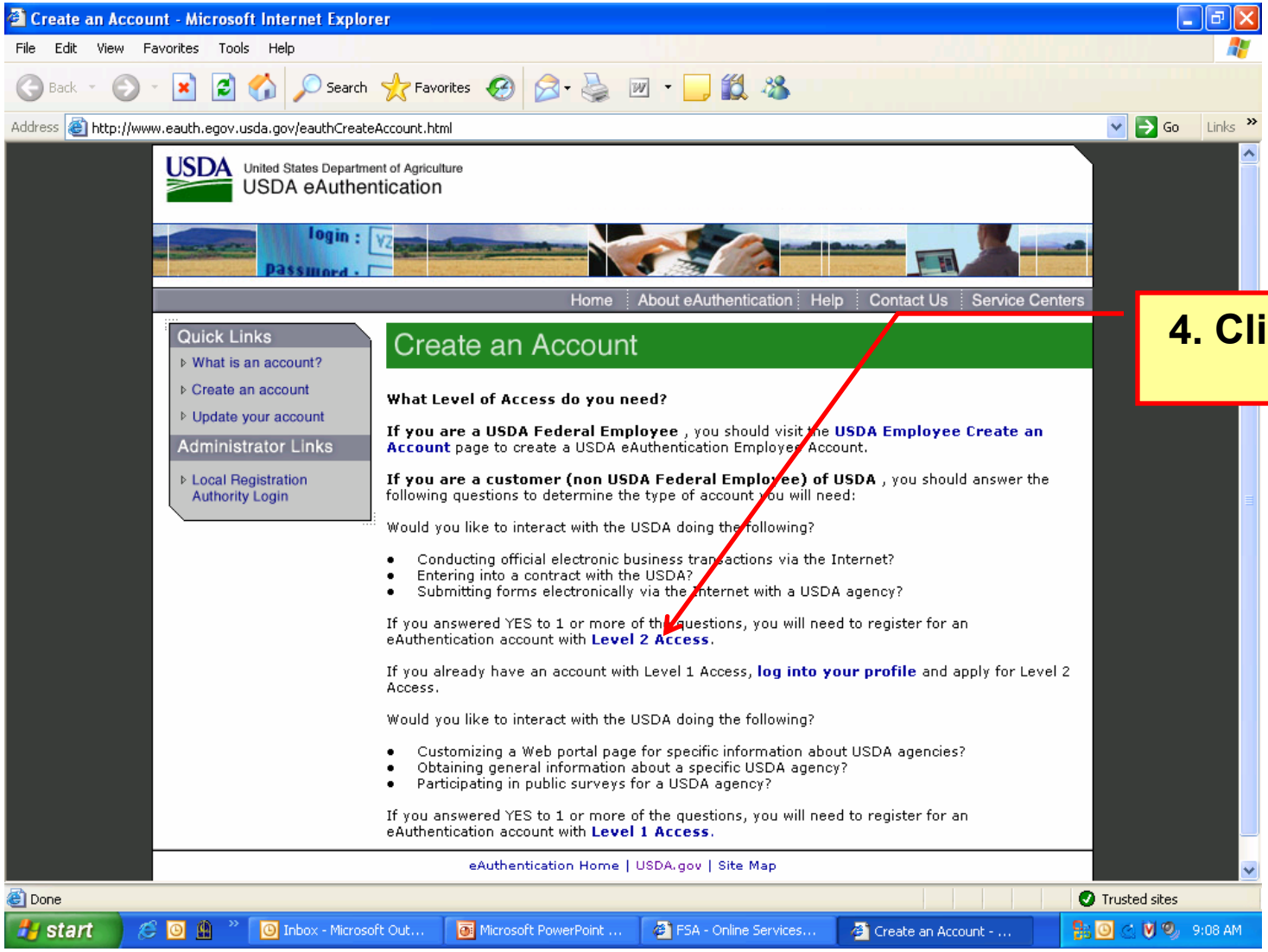
2. Click on "Online Services"

Level 2 Access



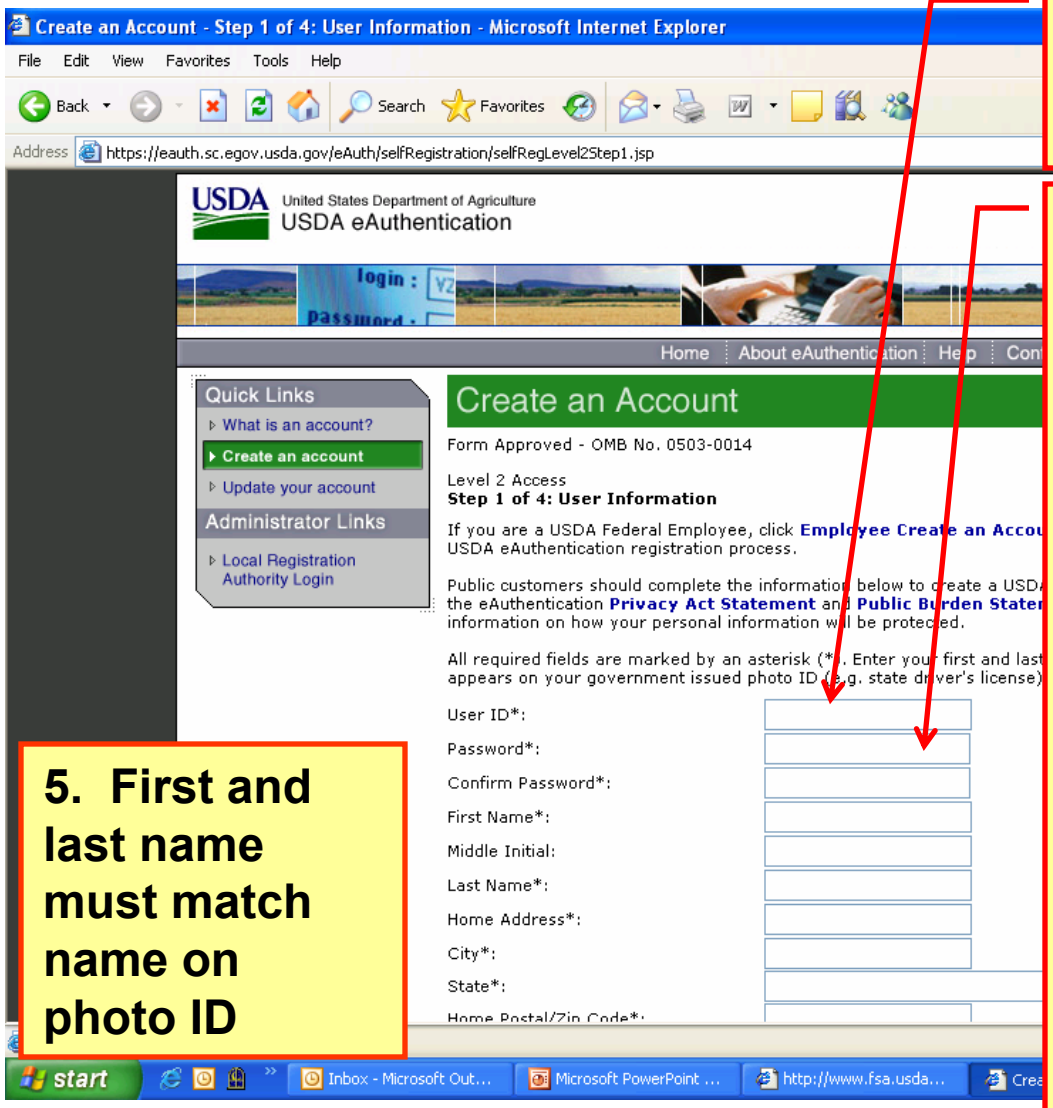
3. Click on "Create an Account Page"

Level 2 Access



4. Click on "Level 2 Access"

Level 2 Access



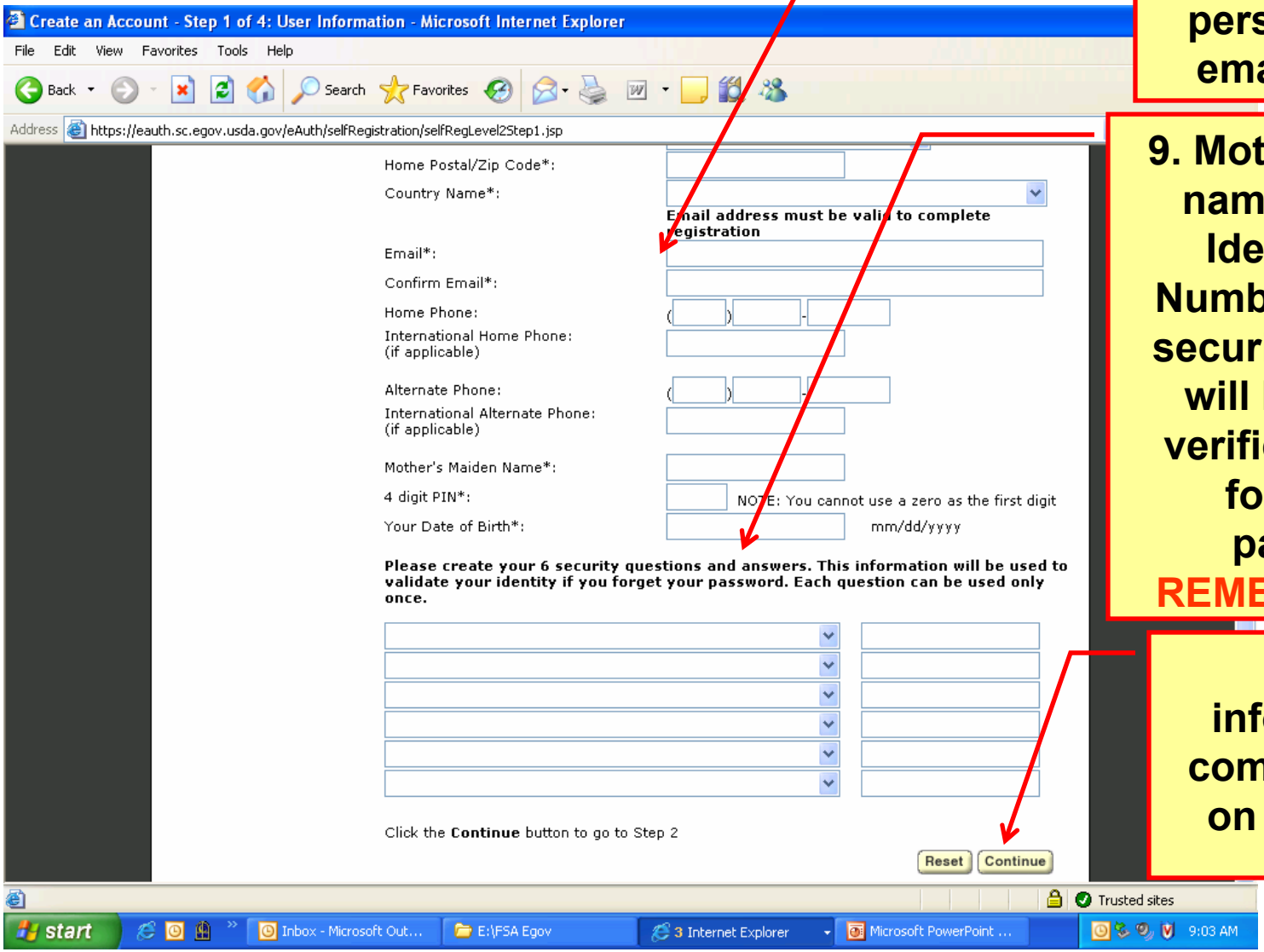
5. First and last name must match name on photo ID

6. 'User ID' must contain only letters or numbers. (6-20 characters)

7. Password requirements:

**At least 1 uppercase letter*
**At least 1 lowercase letter*
**At least 1 of the following non-alphabet characters:* 0 1 2 3 4 5 6 7 8 9 ! # - $ % * = + : ; , ? ~
(9-12 characters)
*Must *NOT contain your first and last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers*
**Can NOT contain dictionary words, spaces, tabs, or any other special characters not listed above*
**Will expire in 180 days*

Level 2 Access

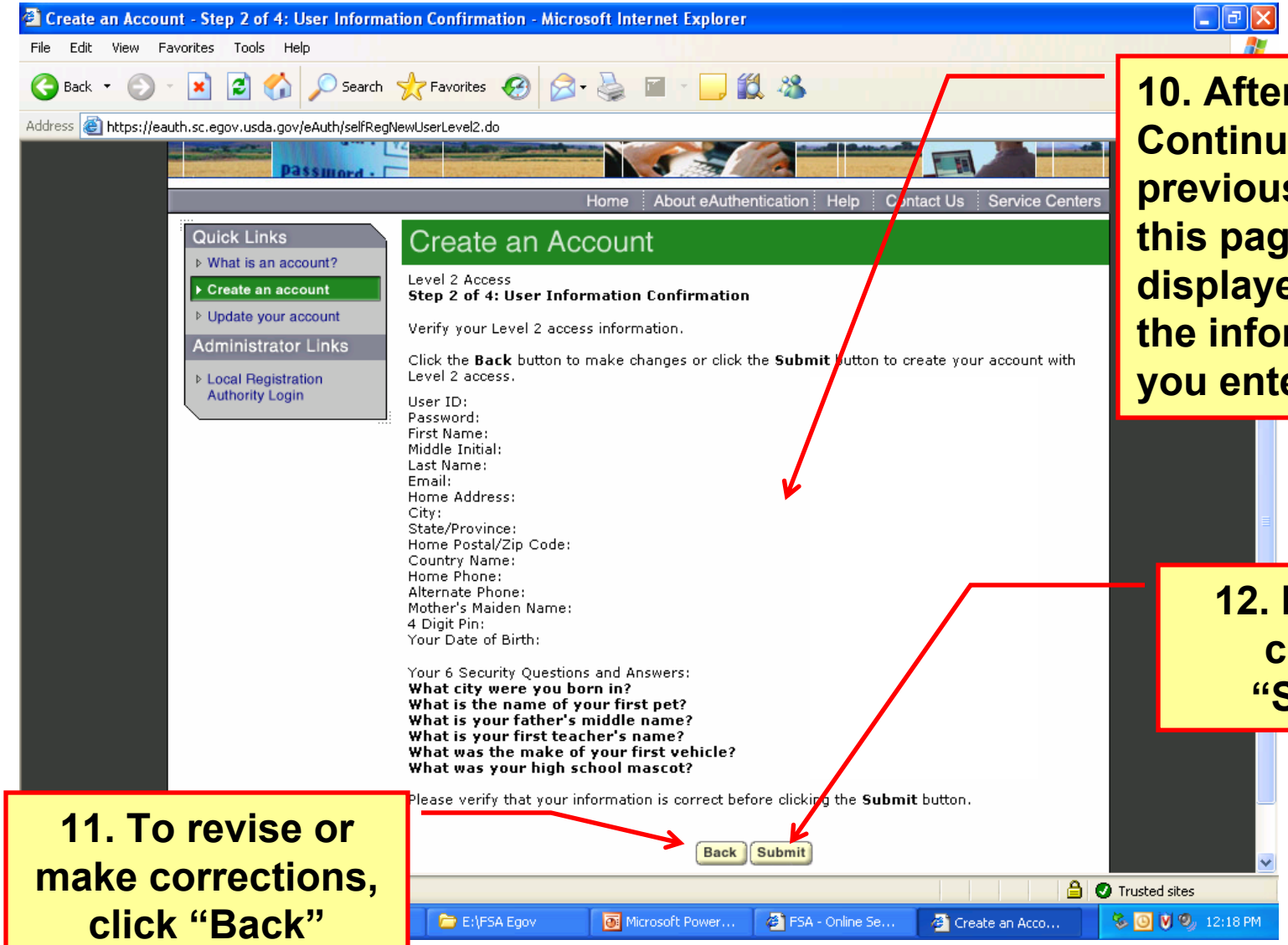


8. Email address should be your bank email address not your personal home email address

9. Mother's maiden name, Personal Identification Number (PIN), and security questions will be used for verification if you forget your password. REMEMBER THIS.

10. After information is completed, click on "Continue"

Level 2 Access

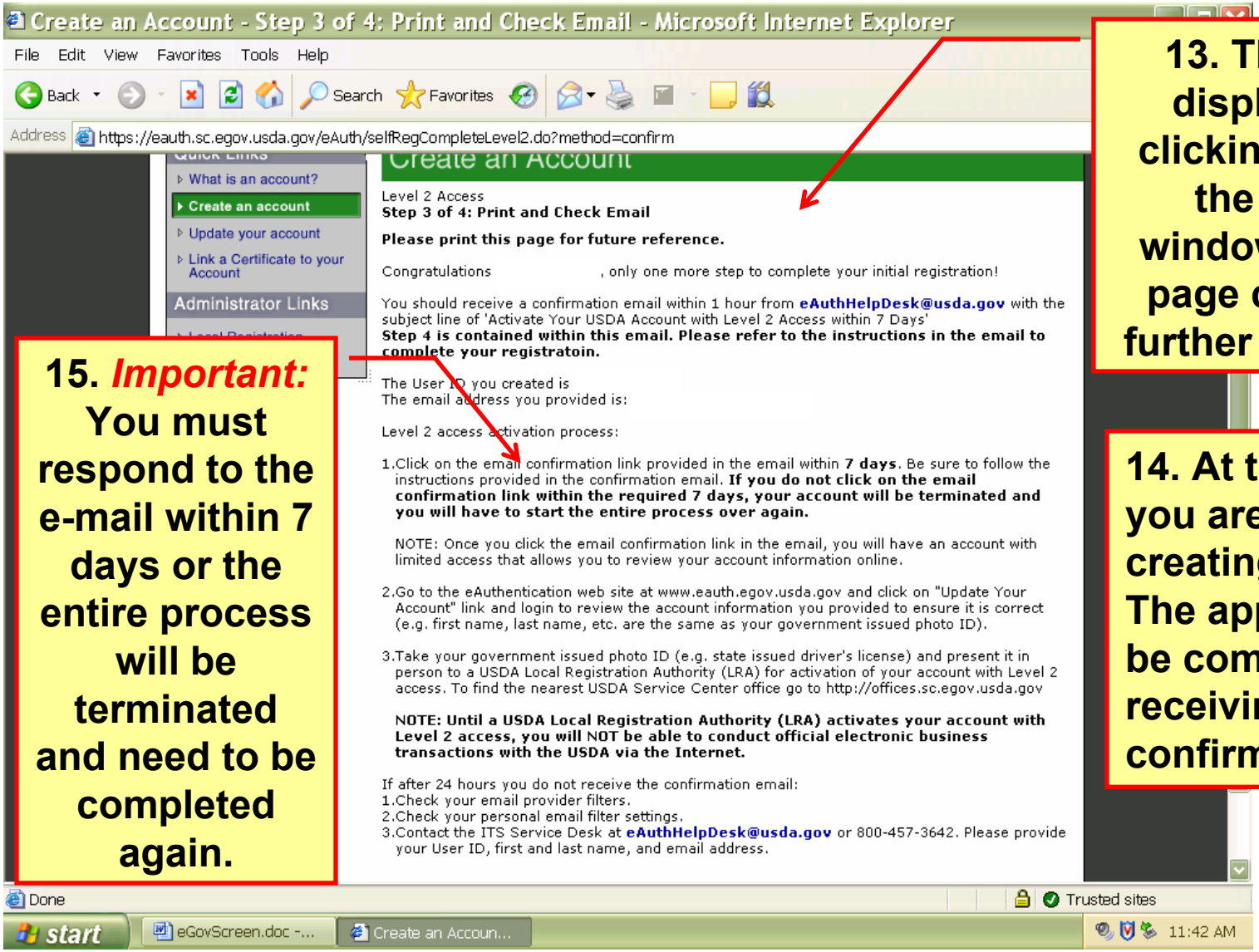


10. After Clicking Continue on the previous window, this page will be displayed showing the information that you entered.

12. If correct, click on "Submit"

11. To revise or make corrections, click "Back"

Level 2 Access

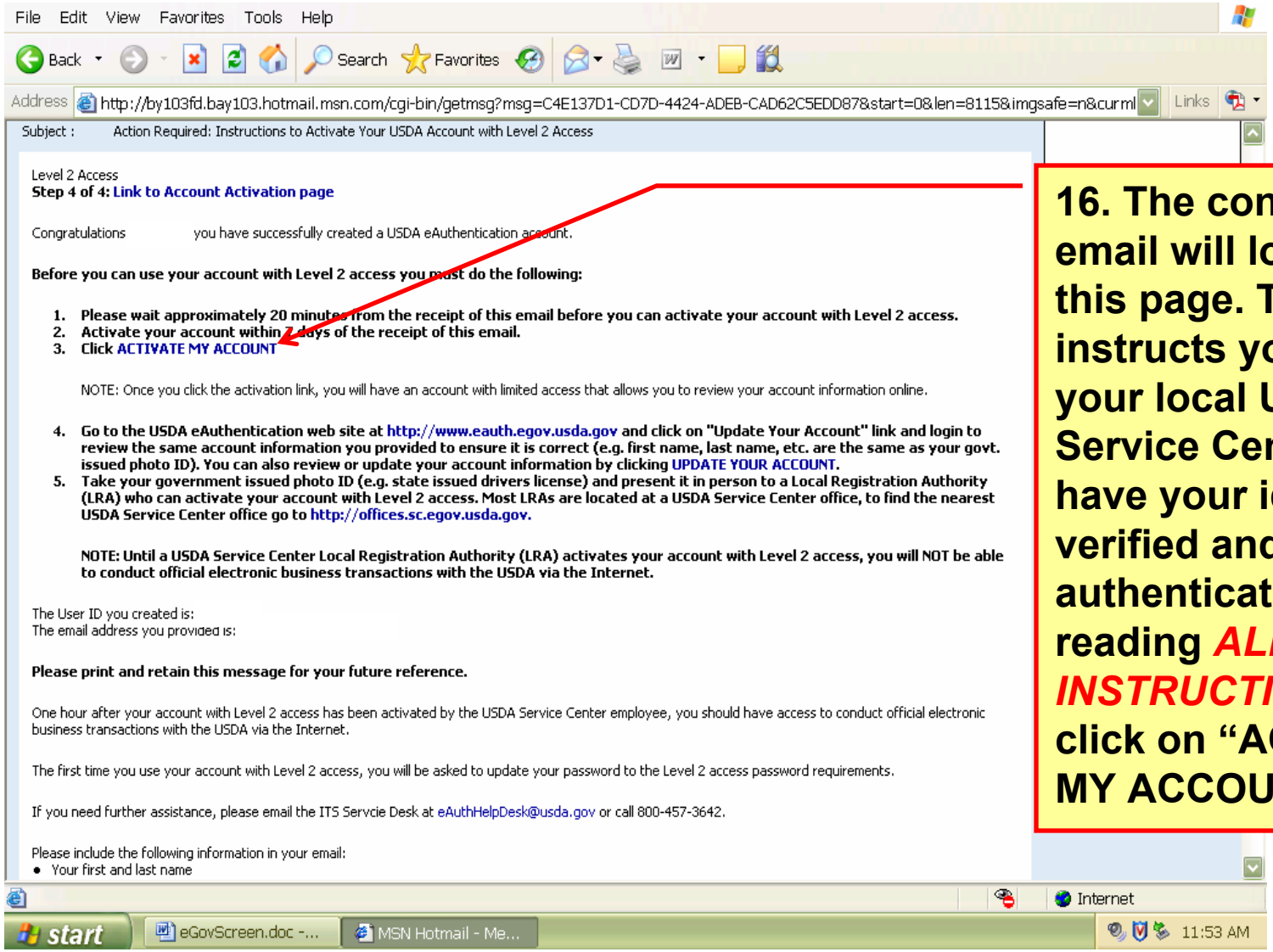


13. This page is displayed after clicking submit on the previous window. Read this page carefully for further instructions.

14. At this point, you are finished creating an account. The application can be completed after receiving the confirmation email.

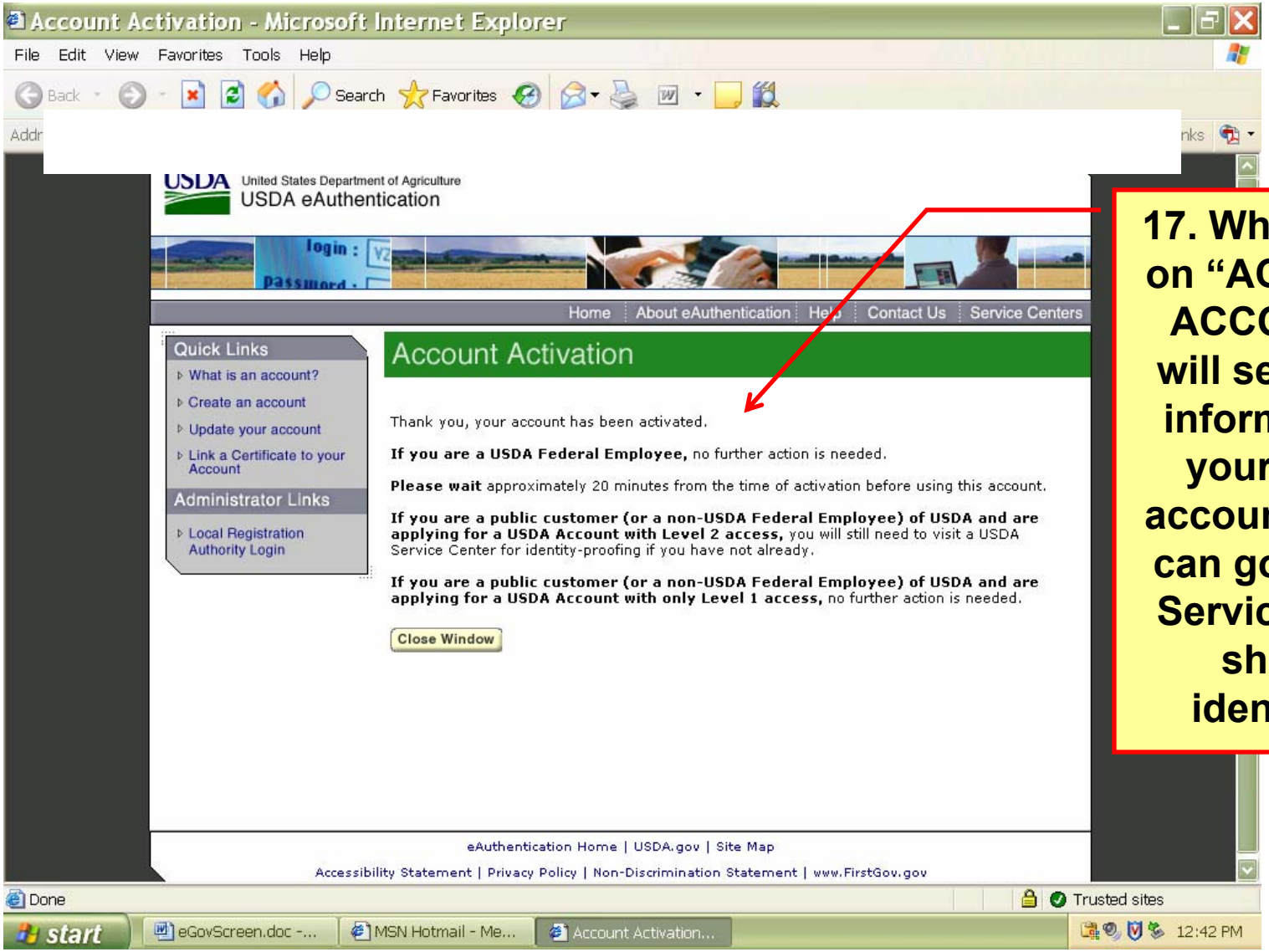
15. *Important:* You must respond to the e-mail within 7 days or the entire process will be terminated and need to be completed again.

Level 2 Access



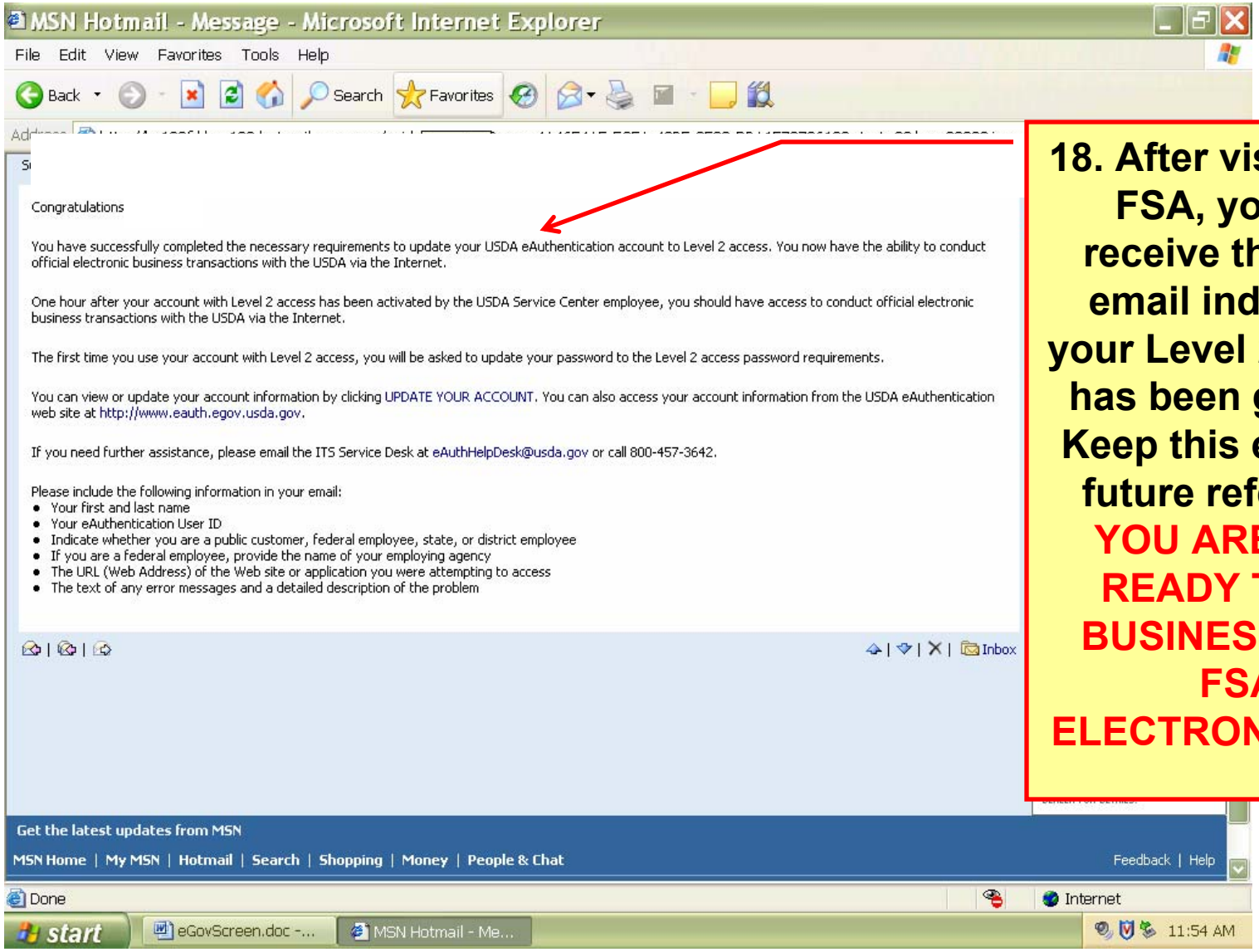
16. The confirmation email will look like this page. The email instructs you to visit your local USDA Service Center to have your identity verified and authenticated. After reading *ALL INSTRUCTIONS*, click on "ACTIVATE MY ACCOUNT"

Level 2 Access



17. When you click on "ACTIVATE MY ACCOUNT" you will see this page informing you of your activated account. Now you can go to a USDA Service Center to show your identification.

Level 2 Access



18. After visiting the FSA, you will receive this final email indicating your Level 2 Access has been granted. Keep this email for future reference.

YOU ARE NOW READY TO DO BUSINESS WITH FSA ELECTRONICALLY!

Note: Once the bank establishes their Security Administrator the bank must Contact the Farm Loan Program Section in Farm Service Agency State Office (contacts are listed below) with your security administrators name, e-auth Id and your office phone number. (E-mails are preferred.) The State office will add the designated Security Administrator to the Application Authorization Security Management (AASM) system, which gives the Security Administrator access to FSA's electronic reporting systems. The Lender Security Administrator will receive an email notification after FSA adds him/her to the AASM system. The email includes the USDA LINC website address.

1st contact: Wanda Trihub .. wanda.trihub@mt.usda.gov 406-587-6799
2nd contact: Mel Yost ..... mel.yost@mt.usda.gov 406-587-6950

If you want a back-up Security Administrator then send that person's name, e-auth Id and office phone number to the FSA contacts listed above.

If you are a lender employee please contact your Security Administrator for information on accessing the web site.